

THE MEETINGS SHOW 2024

STAND PARTNERS

HANDBOOK

UPDATE #1

EXCEL LONDON
19-20 JUNE 2024

THE MEETINGS SHOW

The
Delegate Wranglers®

WELCOME

Howdy stand partners!

We would like to offer you a very warm welcome to the DW Stand Partner Team for The Meetings Show 2024 - always a brilliant show and super busy!! It's great to have you on board with us this year.

In this handbook we'll be keeping you updated with everything you need to know about exhibiting with us...

We are very much looking forward to being back at the show on Wed 19 & Thurs 20 June 2024 - and very soon we will be announcing you all as our partners at the show, on our Facebook Group and our other social media channels. So, with that in mind, read on as we share a few bits of key info with you.

Many thanks

Di, Amy & Neil
Team DW



The
Delegate Wranglers®

ACTIONS

REQUIRED BY YOU NOW...



These are the things that we need you to action urgently please

👉 COMPLETE THE STAND PARTNER INFORMATION FORM

So that we can announce you as our stand partner and market your attendance there, If you haven't sent it in yet, (**deadline is Thurs 16 May**) please complete the following information request form [HERE](#)

👉 SEND US YOUR ARTWORK

You should have already received an email from Diane for your artwork. Please keep in mind that the top half of the graphic will be the most visible so make sure your logo, key messages, images, etc are clearly visible.

Please send your final graphics to Neal at Showplace here: neal@showplace.co.uk - please also copy in Diane here: diane@thedelegatewranglers.com

▶ **Deadline for all artwork is Friday 24 May 2024.**

COMPLETE YOUR PROFILE ON THE TMS E-ZONE

You should all have received an email to access your Ezone - please note, your email address is your user name.

Please ensure you complete your profile at your earliest convenience to give you exposure on the TMS website.

This is also the place to register your stand staff to receive your badges - a gentle reminder that only 2 people per organisation should be on The Delegate Wranglers stand at any point due to space restrictions - You can register more than two people for the show but there should only be a maximum of two on the stand at any one time please.

SAVE THE DATE FOR OUR PRE-SHOW BRIEFING CALL ON ZOOM

This is a great way for us to confirm and run-through all the arrangements for the show and gives you the opportunity to ask us any questions regarding the show set-up, logistics or whatever.

Joining us will be a senior member of the TMS operations team and one of the Custard team to run us through some great tips for pre, during and post marketing. We'll be sending you the zoom invite in the next couple of days.

**SAVE THE DATE: Wednesday 5 June at 10am
(on ZOOM)**

THE SHOW

Venue

ExCeL London
Royal Victoria Dock
1 Western Gateway,
London
E16 1XL

The Meetings Show website
is [here](#)

Official show timings

Wednesday 19 June 2023 - 09:30*-17:30 BST
Thursday 20 June 2023 - 09:30*-17:00 BST

- ** Exhibitors will have access to the show from 08:00 on both days.
- ** Power to stands will terminate each evening, from 30 mins after the show has closed.

Cloakroom

Cloakrooms are located throughout ExCeL London & there will be a charge per item

Wi-Fi

Free wi-fi will be available for all attendees. When you arrive at the venue, you just need to sign in to 'ExCeL FREE Wi-Fi' using their standard log in, or via LinkedIn, Facebook, or Twitter.

SHOW DAY

Stand partner access & set-up

We are on stand D81 and ask all stand partners to arrive promptly on Wednesday 19 June and not before (unless necessary) as we will be making final tweaks to the space until close.

It's really easy for you guys - we will do all the hard work so that you can just rock up on Wednesday 19 June with your literature / iPad / laptop or whatever and you're ready to go! The stand will be set up with your submitted branding so please don't bring any other pull-up banners etc as they will not be allowed on the stand.

Badge scanners

We'll be taking out a licence for all stand partners on the DW stand to use the badge scanning app, so we'll provide more info in a couple of weeks

Storage

There is very limited storage on the DW pavilion so please use the cloakroom at Excel for larger items such as suitcases etc

Refreshments

There are numerous options for grabbing some breakfast and lunch at Excel on the venue concourse.

LOGISTICS

Getting to Excel London

We highly recommend that you use the **Citymapper app** on your phone to plan your journey quickly and easily - you can download this on Apple and Android phones via your app store. To use the app, simply type in your departure point and destination, then select your preferred mode of transport.

Parking

Parking is available onsite and is at a first come first serve basis using pay and display. If you are travelling to ExCeL London by road please use postcode E16 1XL to get there.

Accommodation:

There are plenty of hotels surrounding Excel London: Crowne Plaza, DoubleTree, Premier Inn, Moxy, Aloft, Novotel, Ibis, etc

Accessibility

There are a number of disabled parking bays that are spread across the car park. Any vehicle displaying the disabled blue badge is still required to pay the car park charge.

Contacts:

If you have any issues or questions, please feel free to get in touch with Diane by email [here](#) or by phone on 07812 333208

MARKETING

TMS Takeover

We will be having a TMS2024 Takeover on the Facebook group in the lead up to the show dates - full details to be announced in the next few weeks

TMS Insider Newsletter

We will also be sending out an exclusive TMS Insider Newsletter in due course to over 5,000 event pros to tell them all about the everything to do with the show including mentioning you, our incredible stand partners, along with some promotion and links - don't worry, no action required from you - just letting you know

Social Media

Please use any of the following hashtag in your social media: **#showup #thedelegatewranglers #themeetingsshow #takethetime**

This will tag in both The Delegate Wranglers and The Meetings Show so we can share to help increase your exposure

Social media marketing assets

Look out for a signature banner and some branded social media graphics (in a couple of different sizes) coming through in the next day or so, to help promote your attendance at the show.

DW Meet-Up

There's a rumour we might be having another of our famous DW meet-ups on the stand on the afternoon of day one....more info to follow soon but save the date / time (Wed 19 June at 3pm)

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#madelegetewrangler

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2024